

CITY OF LOS ALTOS
POSITION CLASSIFICATION
POLICE AGENT

Definition: To contribute to Police services by performing the duties of Police Officer and to provide lead-level supervision to other Police Officers.

Distinguishing Characteristics: This is the lead-level classification in the Police Officer series and receives general direction from the Police Sergeant or higher-level classifications of Police Captain or Police Chief.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Performs all of the functions of a Police Officer including:
 - a. Patrol a designated area of the City to preserve law and order, discover and prevent the commission of crimes.
 - b. Respond to general public service calls, crime victims, traffic hazards and related felony and misdemeanor incidents; prepare concise crime and incident reports.
 - c. Direct and control traffic, crowds and congestion during emergency situations or special events.
 - d. Search suspects, vehicles, residences, buildings, wooded areas and schools for evidence, contraband and lost or missing persons.
 - e. Serve arrest warrants and subpoenas; make arrests for crimes committed under a variety of codes and laws.
 - f. Conduct criminal investigations; determine if a crime has been committed; recommend appropriate action to be taken.
 - g. Identify, gather, analyze, process and store evidence and property found at various crime scenes; interview witnesses, suspects and victims; effect arrests pursuant to law code violations; prepare related police reports.
 - h. Research and develop community policing programs; confer with community groups to assess needs; develop funding for community programs including acquiring grants and donations.
 - i. Serve in one or more specialty positions, including Investigations, Regional Auto Theft Task Force, School Resource Officer, K-9 Officer.
 - j. Testify in municipal and superior courts as required.
2. Acts as a shift supervisor on a temporary basis including leading, planning, training and reviewing the work of Police Officers.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification.
4. Provide lead supervision in cases involving more difficult or complex police tasks.
5. May develop and present various training programs to departmental personnel,

including field training.

Minimum Qualifications:

Education, training and/or work experience which demonstrates the ability to effectively provide leadership, including lead-level supervision, direct the work of others and make sound decisions. Knowledge, skills and abilities equivalent to three years of experience as a police officer with the Los Altos Police Department. Valid California driver's license. Successful completion of POST Supervisory Course within one year of appointment.

Desired Qualifications:

Possession of an AA degree, or the completion of sixty (60) semester college units.

Working Conditions: Requires work, which may be strenuous and hazardous. Required to work rotating shifts, including nights, weekends and holidays.